



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst | Statewide

Location: Information Systems Division
300 Capitol Mall, Suite 701, Sacramento, CA 95814

Issue Date: October 6, 2005

Final Filing Date: Until Filled

Contact/Telephone:

Terry Meleski, 916-323-6695

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-5157/5393-702
Reference #06-028

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction of the ISD Administrative Services Staff Services Manager II, the Staff Services Analyst/Associate Governmental Program Analyst provides consultative services to division management relative to contract management; personnel; training and staff development; space management, telecommunications and participates on various management analysis assignments, which involves development of project plans, timetables, project reports; and perform research and analysis of data.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

DUTIES COMMENSURATE WITH LEVEL HIRED

Space Management/Telecommunications

- Coordinate division building services requests with the Business Services Office, vendors and division staff.
- Act as liaison with Planning and Facilities Management on Information Systems Division space planning and telecommunication needs. Develops and updates division floor charts.
- Assists with Health and Safety activities, including the annual Health and Safety inspection. Provide analysis and recommendations for issues involving health and safety and space management.

Staff Development/Training Consultation and Analysis

- Act as liaison between the division and training service providers, which include state agencies and private contractors and businesses. Coordinate in house and out service training classes with departmental training coordinator; identify required training through annual training needs analysis.
- System Administrator for the division's training database. Develop and maintain monthly, quarterly and annual training budget reports.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Contract Administration

- In compliance with state administrative guidelines and procedures, prepare contract documentation and ensure contracts are processed and executed in a timely manner. Participate in the development of proposals, evaluation of bids, review and reconcile invoices against contracts and produce a weekly contract management report to Information Systems Division Chief. Obtain appropriate approval signatures.

Equipment Survey

- Survey out obsolete hardware/software for the division. Ensure equipment is surveyed in a timely manner to alleviate long-term storage of obsolete equipment and ensure removal of equipment from the division's personal computer inventory.

Inventory

- Inventory furniture and equipment in a timely manner to alleviate long-term storage and ensure removal furniture and equipment. Maintain records of non-IT equipment and replacement schedule and reconcile information with departmental records.

Physical Security Liaison

- Provide physical controls to prevent unauthorized access to Information Systems Division. Ensure the locked environment is secure, authorize access to other SCO staff and provide temporary access to outside vendors. Coordinate requests for access to secured areas and maintain database-tracking system of access.

Records Management

- Provide guidance to division management and staff in records management. Coordinate activities to ensure that records are stored and archived according to policy.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Information Systems Division
300 Capitol Mall, Suite 701
Sacramento, CA 95814

Attn: Terry Meleski - Reference # 06-028 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD. 678.)